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21 October 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Appointment of Claims Board

1. The problems inherent in compensation claims are many times most complicated and require evidence and opinion from several offices.
2. While the present procedure of claims routing is an improvement from the day when formal procedure did not exist, it is believed that the mechanism would benefit from conjoined action rather than individual contribution.
3. It is recommended that a Claims Board be established with the same composition as the Disposition Board but not requiring office head participation. The Board would provide advice and recommendation to the Assistant Director for Personnel and its action would satisfy the responsibilities of the respective offices concerned.
4. The suggested composition of the Board is as follows:

Chairman - Personnel Office Representative
Member - General Counsel Representative
Member - Security Office Representative
Member - Medical Office Representative
Secretary - Personnel Office Appointee
Witnesses - As required.

JOHN R. TIETJEN, M.D.
Chief, Medical Staff

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1 - General Counsel
1 - Director of Security
3 - Medical Office

Document No. 017
No Change in Status ☐
☐ Reclassified
Class. Changed To: TS S
Auth: 21 NOV 1978
Date: 21 NOV 1978

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